

REQUEST FOR PROPOSALS

for a

SOFTWARE PRODUCT/SOLUTION

FOR ELECTRONIC TIMESHEETS

Proposal Number BC-03-18-04-28

BOARD OF COUNTY COMMISSIONERS

LEON COUNTY, FLORIDA

RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets  
Proposal Number: BC-03-18-04-28  
Opening Date: Thursday, March 18, 2004 at 2:00 PM

I. INTRODUCTION

Leon County requests proposals from qualified firms or individuals for a software product/solution for electronic timesheets.

II. GENERAL INSTRUCTIONS:

- A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-03-18-04-28  
Purchasing Division  
2284 Miccosukee Road  
Tallahassee, FL 32308*

- B. An ORIGINAL and five (5) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual, all other copies may be photocopies.**
- C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 488-6949; FAX (850) 922-4084; or e-mail at [keith@mail.co.leon.fl.us](mailto:keith@mail.co.leon.fl.us) or [tobind@mail.co.leon.fl.us](mailto:tobind@mail.co.leon.fl.us). Written inquiries are preferred.
- D. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 488-6949 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- E. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.
- Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only those communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.
- F. Your response to the RFP must arrive at the above listed address no later than Thursday, March 18, 2004 at 2:00 PM to be considered.
- G. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- H. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**

**Proposal Number: BC-03-18-04-28**

**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

- I. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked 'TOO LATE' and may be returned unopened to the vendor.
- J. The County is not liable for any costs incurred by bidders prior to the issuance of an executed contract.
- K. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- L. The contents of the proposal of the successful firm will become part of the contractual obligations.
- M. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- N. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- O. The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- P. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- Q. Public Entity Crimes Statement: Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- R. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. Licenses and Registrations: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets****Proposal Number: BC-03-18-04-28****Opening Date: Thursday, March 18, 2004 at 2:00 PM**

another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

**T. Audits, Records, And Records Retention**

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**U. Monitoring**

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

**V. Local Preference in Purchasing and Contracting**

1. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five percent (5%) of the total score shall be assigned for a local preference for local businesses. Vendors are directed to the evaluation criteria contained herein to be aware of any local preference points to be assigned for this request for proposals.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
  - a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
  - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
  - c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.
3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

**W. Addenda To Specifications**

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**

**Proposal Number: BC-03-18-04-28**

**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

### **III. SCOPE OF SERVICES:**

#### **A. Background and Objectives**

Leon County is located in Tallahassee, Florida. The County government is composed of the Board of County Commissioners and seven Constitutional Offices. The Board of County Commissioners and the Clerk's Office support the payroll system for approximately 1,200 employees of the Board, the Clerk's Office, the Supervisor of Elections Office, and Court Administration. About 500 of those employees are housed in the Courthouse and the remainder are housed in various locations around Tallahassee. All locations are networked to the Courthouse via a gigabit connection. Internet and Intranet access is available to all sites. Most all employees have email accounts and have access to a PC. However, some employees have access through a shared PC housed in a common room at some of the remote sites.

Leon County is soliciting for a software product/solution for electronic timesheets. General requirements for the product expect an automated browser based system where timesheet data is electronically gathered into a central depository and imported into the ACS BANNER System, the County's Finance/Payroll system. The system must be able to interface to Groupwise, the County's email system. An interface to the Microsoft Exchange email systems would be considered an option for future needs.

Note that this RFP is only for electronic timesheets, not a time and attendance management system. Any other features beyond electronic timesheets would be considered as optional features.

Currently, remote sites must transport paper timesheets to the Courthouse each pay period. The Payroll staff hand enter each employee's hours for work, leave, or holidays. Often any issues with reported times require the Payroll staff to contact supervisors and staff to resolve, delaying the data entry process. By automating many of the current manual processes in the current timesheet process, accuracy and throughput for the payroll system will be notably improved.

#### **B. Functional Requirements**

Detailed requirements are divided into four areas: 1) Required and Additional Functions, 2) Hardware/Software Environment, 3) Security, and 4) Implementation. These areas are described in general below. The attached Appendix A, Leon County Timesheet System Functional Specifications Document, provides the details and business rules governing these areas.

##### **1. Required Functions**

###### **1.1. Employee Import/Maintenance**

A BANNER interface that imports data for each employee must be included in the Timesheet System. In addition, the system must provide a means to maintain employee data once imported.

###### **1.2. Timesheet Entry**

The Timesheet System must provide a web-based interface that allows employees to enter timesheet data per pay period.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

**1.3. Timesheet Approval/ Modification**

Once timesheet data is entered, via the Timesheet Entry function, it must be stored with different statuses according to varying approval levels or modifications.

**1.4. Notifications**

The Timesheet System must provide a customizable notification function which supports a variety of business rules.

**1.5. Reports**

A customizable reporting function that supports a variety query options and security access.

**1.6. Timesheet Export/Review**

The Timesheet System must export employee timesheet data into BANNER.

**1.7. Pay Periods**

The Timesheet System must be able to handle standard pay periods of two 40 hour weeks or monthly pay periods as well as pay periods which include 24/48 shifts, 12 hour shifts, and shift differentials similar to a hospital environment.

**2.0 Additional Functions**

The functional requirements in this section are beneficial if included in the Timesheet System.

**2.1 Alternate Access**

The Timesheet System should include alternate access (i.e., something other than a web-based GUI) for employees without computer access. Possible methods for alternate access might include but not be limited to:

- a. A telephone via an IVR interface.
- b. A keypad interface.
- c. A PDA via the Internet.
- d. Paper bubble-sheets via an electronic scanning system (i.e., similar to the Leon County election process).

**2.2. Leave Request**

The Timesheet System should include a Leave Request function allowing submission and approval of leave.

**2.3 Employee Schedule**

An Employee Schedule function should be included in the Timesheet System.

**C. ENVIRONMENT**

A suitable Timesheet System must operate in an environment corresponding to Leon County's technology. This section describes these general hardware, software and interface requirements.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

**1.1. Hardware**

The following hardware requirements must be included:

- a. The Timesheet System must be able to be hosted on an IBM RISC 6000 AIX or DELL Windows 2000 Server
- b. The Timesheet System for the end user must be able to operate on a PC with Windows 2000 or via an internet based connection from a PC or other device.

**1.2. Software**

The following software requirements must be met:

- a. All the modules of the proposed Timesheet System must be fully integrated, i.e. the data must be centralized and accessible by all modules.
- b. The Timesheet System must have open architecture, allowing it to be integrated with other software tools.
- c. The Timesheet System must allow for multiple users to simultaneously access the same data.
- d. The Timesheet System must support an Oracle database.

**1.3. Interface**

The Timesheet System must have a web-based, user-friendly, graphical user interface (GUI) with the following features:

- a. The GUI must be intuitive and consistent throughout all the modules.
- b. The GUI must enter default values, particularly date and time.
- c. The GUI must display meaningful alert/error messages.

**D. SECURITY**

The Timesheet System must be secure. The County uses a Novell file management system. The County uses Groupwise for email. The Clerk's Office uses Microsoft Exchange for email.

**1.1. Users**

The Timesheet System must provide functionality for creation and maintenance of users and roles. Roles will be used to establish user functionality and access.

**1.2. System Auditing**

The Timesheet System must store an adequate audit trail to allow monitoring of interaction between system functions and users.

**E. IMPLEMENTATION**

This section outlines Leon County's necessary implementation procedures for the Timesheet System.

**1.1. Setup**

Vendor must be able to assist Leon County during initial setup of the Timesheet System.



**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

**1.2. Training**

Vendor must provide adequate training to all Leon County staff, to make them competent Timesheet System users, and to assist them in transitioning to the modified work environment.

**1.3. Support**

The vendor must be able to provide ongoing system support to resolve problems, to upgrade modules to newer releases, and to add new modules as they become available.

**IV. REQUIRED SUBMITTALS:**

To assure consistency, proposals must conform to the following format:

Table of Contents
Sections
A. Introduction
B. System Features
C. System Requirements
D. Support/Installation
E. Cost
F. Training
G. Warranty
H. References
I. Qualifications

The following explains what we expect in each of the major sections:

**A. INTRODUCTION**

In addition to the following listed items, this section should an overview letter containing your understanding of the County's needs and objectives.

1. Firm name or Joint Venture, business address and office location, telephone number.
2. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
3. Address of the office that is to perform the work.
4. Federal Identification Tax Number or Social Security Number.
5. The age of the firm, brief history, and average number of employees over the past five years.
6. Present size of firm, nature of services offered, and breakdown of staff by discipline.
7. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.
8. Names and descriptions of major projects for which the firm is presently under contract.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

9. If a joint venture, has this joint venture previously worked together? If yes, what projects? A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to the County receiving and approving the joint venture agreement, prior to negotiating the contract.

**B. SYSTEM FEATURES**

This section shall address all the system features as described under Functional Requirements and Scope of Work.

**C. SYSTEM REQUIREMENTS**

This section shall address the complete list of system requirements. This list must include all hardware/software within which the system operates, or which are required or suggested for operation.

**D. SUPPORT/INSTALLATION**

This section shall address the type of support that the vendor is willing to provide the County, with relation to the installation and set-up of the system. Firm should commit to delivering to the County a completed, to specifications, Electronic Timesheet System.

**E. COST**

This section should address and list all system components and their respective costs, including software maintenance costs and any recommended options. Costs associated with upgrades should be noted. Response time for service/maintenance calls should also be addressed.

**F. TRAINING**

This section should address what level of training on the system the vendor will provide to the County and at what cost, if any.

**G. WARRANTY/MAINTENANCE**

This section should address the length of warranty that is provided with the system and detail what the warranty covers. Also, please provide detailed information on any continuing maintenance programs offered and costs thereof.

**H. REFERENCES**

This section should provide a list of organizations of similar size and complexity as Leon County for whom you have performed similar services. List projects which best illustrate the experience of the firm and current staff which is being assigned to this project providing the following information. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.)

1. Name and location of the project
2. The nature of the firm's responsibility on this project
3. Project Owner's representative name, address, phone and fax number
4. Your project manager and other key professionals involved and specify the role of each

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**

**Proposal Number: BC-03-18-04-28**

**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

**I. QUALIFICATIONS**

1. Give brief resume of key persons from your firm to be assigned to the project including but, not limited to:
    - a) Name & title
    - b) Job assignment for other projects
    - c) Percentage of time to be assigned full time
    - d) How many years of related experience with this firm and with other firms
    - e) Specific Related Experience
      - 1) Types of projects and scope of projects
      - 2) What was the specific project involvement?
    - f) Education
    - g) Other experience and qualifications that are relevant to this project
  2. List all outside consulting personnel who will actually participate on the engagement. Indicate the experience of each in providing the particular service they will be assigned to perform and give the respective specialty of the firm.
- J. Provide acknowledgment of Minority/Women Business Enterprise and Equal Employment Policies and level of M/WBE participation (forms attached).

**V. SELECTION PROCESS**

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. The selection committee members will review the responses to the RFP and rank them according to the criteria below. The rankings from each member will be averaged and the three highest averaged rankings will be asked to make an on-site demonstration of their product.

The selection criteria are:

Quality of Response to the RFP  
Technical Solution

25 points  
25 points

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

Experience of Vendor and its Staff	25 points
Vitality of the Vendor (Financial standing, reputation, and ability to take on more work)	10 points
Local Preference	5 points
MWBE Participation	10 points
<b>Total</b>	<b>100 points</b>

#### **VI. INDEMNIFICATIONS:**

The Contractor agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

#### **VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES**

##### **A. Minority/Women Business Enterprise Requirements**

Firms responding to this RFP are hereby made aware of the County's goals for M/WBE utilization. Respondents should contact Agatha Muse-Salters, Leon County M/WBE Director, at phone (850) 488-7509; fax (850) 487-0928 for additional information.

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) percent of the total score where M/WBE's are used as follows:

<u><b>M/WBE Participation Level</b></u>	<u><b>Points</b></u>
The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

##### **B. Equal Opportunity/Affirmative Action Requirements**

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**

**Proposal Number: BC-03-18-04-28**

**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

## **VIII. INSURANCE**

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than:
  - a. **General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - b. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
  - c. **Workers' Compensation and Employers Liability:** Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
  - d. Contractor shall carry professional liability insurance of the types necessary to protect the Firm from any professional liability arising under this agreement with a minimum \$1,000,000 liability limit. The deductible shall not exceed \$25,000 and, if greater than \$1,000, must be guaranteed by Contractor for the difference between the deductible and \$1,000. *Insurance is to be placed with insurers with a Best's rating of no less than A:VII.* The professional liability insurance coverage for the services provided under this agreement shall be maintained in force from the date of the contract until a date at least one (1) year following the actual completion of the provision of any services under the terms of this agreement.
2. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
3. **Other Insurance Provisions** The policies are to contain, or be endorsed to contain, the following provisions:
  - a. **General Liability and Automobile Liability Coverages** (County is to be named as Additional Insured).
    1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

**b. All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. **Acceptability of Insurers.** Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
5. **Verification of Coverage.** Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. **Subcontractors.** Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**IX. ETHICAL BUSINESS PRACTICES**

- A. **Gratuities.** It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard,

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**

**Proposal Number: BC-03-18-04-28**

**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets****Proposal Number: BC-03-18-04-28****Opening Date: Thursday, March 18, 2004 at 2:00 PM****PROPOSAL RESPONSE COVER SHEET**

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Jane G. Sauls, Chairman  
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

	_____
	(Firm Name)
BY	_____
	(Authorized Representative)
	_____
	(Printed or Typed Name)
ADDRESS	_____
	_____
CITY, STATE, ZIP	_____
TELEPHONE	_____
FAX	_____

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_



RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets  
Proposal Number: BC-03-18-04-28  
Opening Date: Thursday, March 18, 2004 at 2:00 PM

**STATEMENT OF NO BID**

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

\_\_\_\_\_ We do not offer this service

\_\_\_\_\_ Our schedule would not permit us to perform.

\_\_\_\_\_ Unable to meet specifications

\_\_\_\_\_ Others (Please Explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets  
Proposal Number: BC-03-18-04-28  
Opening Date: Thursday, March 18, 2004 at 2:00 PM

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Leon County Board of County Commissioners  
by \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]  
whose business address is: \_\_\_\_\_  
\_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_).
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact

business with a public entity. The term "person" includes those officers, directors, executives,

partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
NOTARY PUBLIC

Notary Public - State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed, or stamped commissioned name of notary public

## MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

RESPONDENT \_\_\_\_\_

<u>MBE Participation Levels</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

M/WBE firms and subcontractors must be certified by the City of Tallahassee or Leon County to qualify for M/WBE participation credit. Please provide the following information for each M/WBE. Please indicate minority groups by using the corresponding letters: African American (B), Asian American (A), Hispanic American (H), Native American (N) and Non Minority Female (F). **You must submit proof of certification with your proposal.** Attach additional sheets as necessary.

<u>Name, Address, and Phone</u>	<u>Materials/Services</u>	<u>Amount</u>	<u>Group</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of M/WBE Participation: \$ \_\_\_\_\_  
Total Project Base Bid: \$ \_\_\_\_\_  
M/WBE Participation as % of Total Base Bid: \_\_\_\_\_ %

The vendor acknowledges the Leon County M/WBE policy and the provisions specified for this RFP. If applicable, vendor certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

### INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Commercial General  
Liability:

Indicate Best Rating: \_\_\_\_\_  
 Indicate Best Financial Classification: \_\_\_\_\_

Business Auto:

Indicate Best Rating: \_\_\_\_\_  
 Indicate Best Financial Classification: \_\_\_\_\_

Professional Liability:

Indicate Best Rating: \_\_\_\_\_  
 Indicate Best Financial Classification: \_\_\_\_\_

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Indicate Best Rating: \_\_\_\_\_  
 Indicate Best Financial Classification: \_\_\_\_\_

If answer is NO, provide name and address of insurer:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

☐ YES ☐ NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

#### Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

**RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets**  
**Proposal Number: BC-03-18-04-28**  
**Opening Date: Thursday, March 18, 2004 at 2:00 PM**

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

**Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -  
General Liability & Automobile Liability

Primary and not contributing coverage-  
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General  
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,  
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place ☐ Coverage will be placed, without exception ☐

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name \_\_\_\_\_  
Typed or Printed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_  
(Company Risk Manager or Manager with Risk Authority)

RFP Title: Request for Proposals for a Software Product/Solution for Electronic Timesheets  
Proposal Number: BC-03-18-04-28  
Opening Date: Thursday, March 18, 2004 at 2:00 PM

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
And OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor/Firm

\_\_\_\_\_  
Address



# LOCAL VENDOR CERTIFICATION

Attachment # 1  
Page 25 of 51

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by the County, and, if applicable, the City of Tallahassee (please attach copies); and
- c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:		Phone:
Current Local Address:		Fax:
If the above address has been for less than six months, please provide the prior address.		
Length of time at this address		
Number of Employees and hours worked per week by each:		
Name and Address of Owner(s) who reside in Leon County and who in total own at least 50% or more of the business. Attach additional sheets as necessary.		Percentage of Ownership
1.		
2.		

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_, of \_\_\_\_\_,

(Name of officer or agent, title of officer or agent)

(Name of corporation acknowledging)

a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me

(State or place of incorporation)

or has produced \_\_\_\_\_ as identification.

(type of identification)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, If Any

**Return Completed form with supporting documents to:**

**Leon County Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308**



INFINITY SOFTWARE DEVELOPMENT, INC.

2032-D Thomasville Road ∞ Tallahassee, FL 32312

Phone: (850) 383-1011 ∞ Fax: (850) 383-1015 ∞ [www.infinity-software.com](http://www.infinity-software.com)

Attachment # 1

Page 26 of 51

**RFP APPENDIX A  
LEON COUNTY TIMESHEETS**

**TIMESHEET SYSTEM  
FUNCTIONAL SPECIFICATIONS DOCUMENT**

COMPILED BY  
DATE  
DOCUMENT NUMBER

Infinity Software Development, Inc.  
12/17/2003  
LCTS001/03



---

## TITLE PAGE

---

<b>DOCUMENT NAME</b>	<b>DOCUMENT NUMBER</b>
----------------------	------------------------

TIMESHEET SYSTEM  
FUNCTIONAL SPECIFICATIONS  
DOCUMENT

LCTS001  
Revision 03

<b>COMPILED BY</b>	<b>DATE</b>
--------------------	-------------

Infinity Software Development, Inc.

12/17/2003

<b>DISTRIBUTION LIST</b>
--------------------------

Biondi, Ray  
Curtis, Pat

Leon County MIS  
Leon County MIS



---


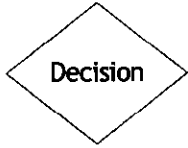
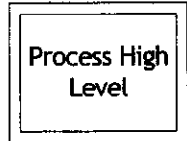
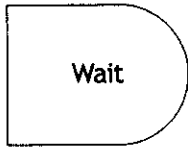


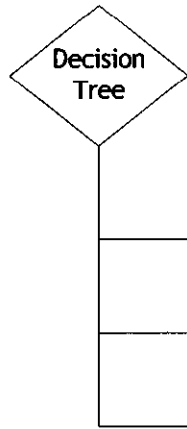

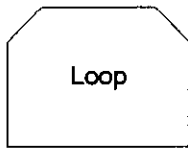
**AMENDMENT RECORD**

---

DATE	VERSION	REVISION	PAGES
10/17/2003	01	01	All Pages
10/24/2003	01	02	All Pages
12/17/2003	01	03	All Pages

## PROCESS FLOW SYMBOLS

The following key details the symbols used in the business process flow diagrams and their meanings.

	<p>Event</p> <p>Actions that initiate or terminate processes</p>		<p>Decision</p> <p>A point at which multiple processes may branch depending on an outcome.</p>
	<p>Process High Level</p> <p>An action performed as a step to completing a process, described at a high level.</p>		<p>Wait</p> <p>A considerable amount of time between processes.</p>
	<p>Process Low Level</p> <p>An action performed as a step to completing a process, described at a lower level.</p>	<p>In Parallel (Optional)</p> 	<p>The actions (at least one or all actions) that originate from this symbol may occur simultaneously.</p>
	<p>Decision Tree</p> <p>The branching possibilities that occur as a result of the outcome of a decision.</p>	<p>In Parallel (Mandatory)</p> 	<p>All actions that originate from this symbol must occur simultaneously.</p>
			<p>Loop</p> <p>The process repeats as many times as indicated starting at the specified process or event, then continues to the following symbol.</p>



## TABLE OF CONTENTS

1. INTRODUCTION.....	1
1.1 Purpose .....	1
1.2 Overview .....	1
2. CURRENT TIMESHEET SUMMARY.....	2
2.1 General .....	2
2.2 Users .....	2
2.3 Process Flows .....	3
2.3.1 Timesheet Process for Career Service Non-exempt .....	3
2.3.2 Timesheet Process for Senior Management .....	4
2.3.3 Timesheet Process for Court Administration.....	5
2.3.4 Timesheet Process for Supervisor of Elections .....	5
2.3.5 Timesheet Process for Clerk of the Courts .....	5
2.3.6 Timesheet Process for Emergency Medical Services.....	5
3. PROPOSED TIMESHEET SYSTEM.....	6
3.1 Overview .....	6
3.2 Required Functions .....	7
3.2.1 Employee Import/Maintenance.....	7
3.2.2 Timesheet Entry.....	8
3.2.3 Timesheet Approval/ Modification.....	13
3.2.4 Notifications .....	14
3.2.5 Reports.....	15
3.2.6 Timesheet Export/Review.....	15
3.3 Requested Functions .....	16
3.3.1 Alternate Access .....	16
3.3.2 Leave Request .....	16
3.3.3 Employee Schedule .....	16
4. ENVIRONMENT.....	18
4.1 Hardware .....	18
4.2 Software.....	18
4.3 Interface.....	18
5. SECURITY.....	19
5.1 Users .....	19
5.2 System Auditing .....	19
6. IMPLEMENTATION.....	20
6.1 Setup .....	20
6.2 Training.....	20
6.3 Support .....	20
7. DOCUMENT GLOSSARY .....	21



---

## **1. INTRODUCTION**

---

### **1.1 Purpose**

This document presents a functional analysis of Leon County's current, paper based, timesheet system. This document also contains the determinations of the decision makers at Leon County regarding their needs for a new timesheet system. This document is intended to be attached to a request for proposal (RFP), to be reviewed by suppliers of timesheet systems, so they may assess whether their systems meet the needs of Leon County, and respond to the RFP, as applicable.

### **1.2 Overview**

The current timesheet system at Leon County is mostly a manual process where papers are shuffled between supervisors and employees. Supervisors deliver completed timesheets to a central payroll office, where data is manually keyed into Leon County's financial system, BANNER. Success of the system is highly dependent on manual analysis and accurate data entry.

Leon County is looking for an automated system where timesheet data is electronically gathered into a central depository and imported into BANNER. By automating many of the manual process, accuracy and throughput of the system will be notably improved.

## 2. CURRENT TIMESHEET SUMMARY

This section summarizes Leon County's current timesheet system through a general overview, user definitions, and process flows. Section 2.1 presents a general outline of the current timesheet process. Section 2.2 identifies employee types from the departments and groups that use the timesheet system. Section 2.3 details how the prominent user types flow through the general timesheet process to ascertain the manual aspects of each.

### 2.1 General

Leon County's current timesheet system is generally a paper-based manual process. It begins with departments receiving printed paper timesheets from Management Information Systems (MIS). Each department and their outlying locations fill out the timesheets through different internal processes. Supervisors then deliver the completed timesheets to payroll, where the data is analyzed and manually keyed into BANNER.

Figure 2.1 is a high level process overview of the current timesheet system at Leon County.

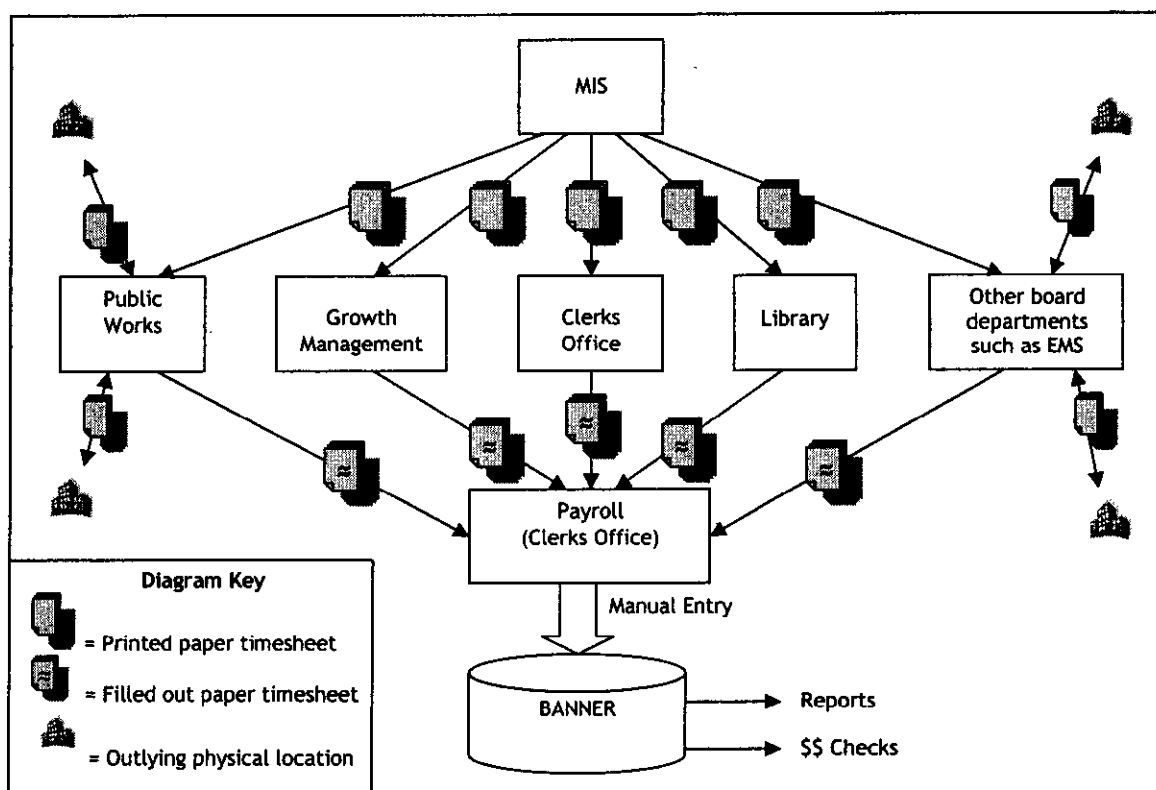


Figure 2.1 Current Timesheet System

### 2.2 Users

The following list of departments/groups within Leon County use the current timesheet system:

- Libraries.
- Court Administration.
- Public Works.





- Management Information Systems (MIS).
- Supervisor of Elections.
- County Attorney's Office.
- Clerk of the Courts.
- Growth Management.
- Public Services.
- County Administration.
- Management Services.
- Probation/Pre-trial.
- Emergency Medical Services (EMS).
- Facilities Management.
- County Commission.

Leon County employee types, categorized based on their requirements for filling out timesheets, are listed below:

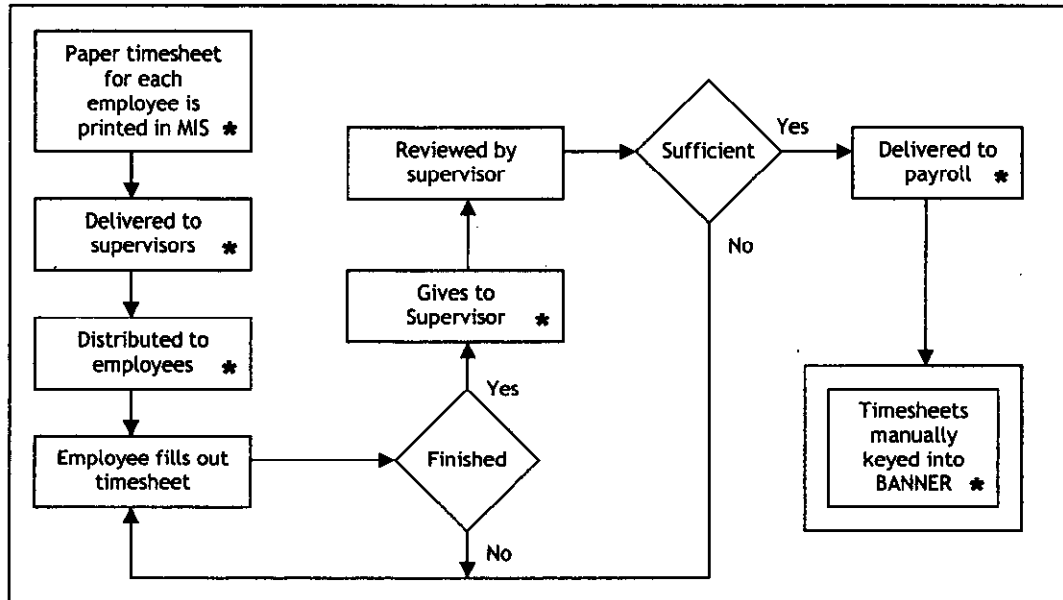
- Career Service (Exempt).
- Career Service (Non-exempt).
- Emergency Medical Services
- Executive Support
- Elected Officials.
- OPS.
- Senior Management.

## **2.3 Process Flows**

By considering possible iterations of departments/groups and employee types (section 2.2), process flows through the current timesheet system (section 2.1) are determined. Although all possible iterations are not represented, the identified cases provide an accurate overview of the primary processes. Within each represented case, manual processes are noted with asterisks.

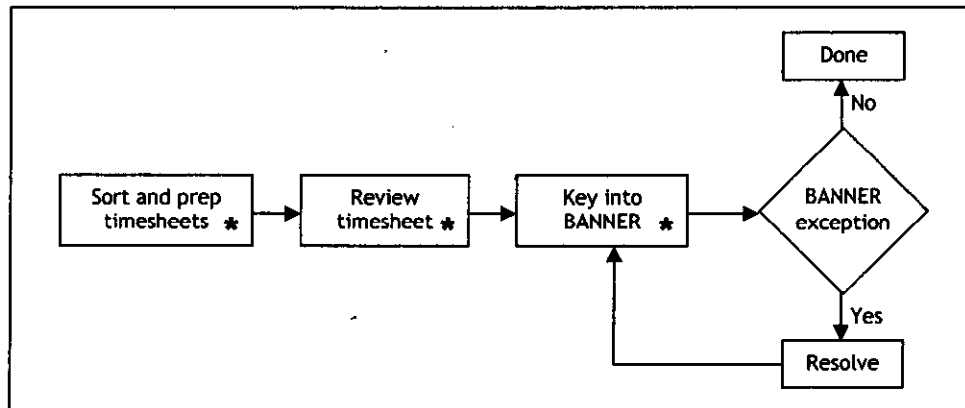
### **2.3.1 Timesheet Process for Career Service Non-exempt**

Figure 2.3.1.A identifies the timesheet process for career service non-exempt employees.



**Figure 2.3.1.A Timesheet Process for Career Service Non-exempt**

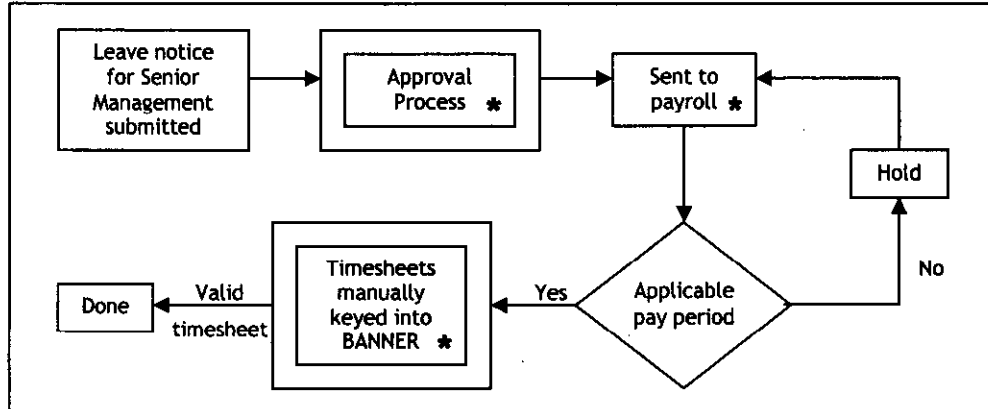
Figure 2.3.1.B further expands the Timesheets manually keyed into BANNER process (figure 2.3.1.A).



**Figure 2.3.1.B Expansion of Timesheets Manually Keyed into BANNER**

### 2.3.2 Timesheet Process for Senior Management

Figure 2.3.2 identifies the timesheet process for senior management.



**Figure 2.3.2 Timesheet Process for Senior Management**

### 2.3.3 Timesheet Process for Court Administration

The timesheet process for Court Administration is a simple list of names with amounts to be paid by hour sent to payroll\*. This process is governed by the following two business rules:

- Court administration employees are on a monthly pay period.
- Leave is not tracked for Court Administration employees.

### 2.3.4 Timesheet Process for Supervisor of Elections

The timesheet process for Supervisor of Elections is a list of names with hours sent to payroll via an Excel spreadsheet\*. Leave is not tracked for Supervisor of Elections employees.

### 2.3.5 Timesheet Process for Clerk of the Courts

The timesheet process for Clerk of the Courts is similar to the timesheet process for career service non-exempt (figure 2.3.1.A) except it is handled electronically (i.e., no paper printouts from MIS) before it is delivered to payroll.

### 2.3.6 Timesheet Process for Emergency Medical Services

The timesheet process for Emergency Medical Services is similar to the timesheet process for career service non-exempt and Sr. Management except for timing of the payroll.

### 3. PROPOSED TIMESHEET SYSTEM

This section presents Leon County's requirements for a proposed timesheet system. In particular, it comprises a list of functions to be included in the system as they pertain specifically to timesheets.

All of the identified Leon County functions are categorized as either *required* or *requested*. Required functions are mandatory; in other words, they must be provided by the Timesheet System. Requested functions are not mandatory, but represent elements that Leon County determined to be beneficial. Using this notion of "required" and "requested" allows vendors to determine how much customization of their software products are necessary to meet the Timesheet System specifications of Leon County. Vendors unable to provide the *required* functions through their line of products will be deemed non-responsive to the RFP.

The remainder of section 3 describes all the required and requested functions of a Timesheet System for Leon County. Section 3.1 provides an overview of the system functions and how they relate. Section 3.2 specifies the required functions of the proposed system. Section 3.3 details the requested functions for the proposed system.

#### 3.1 Overview

The Timesheet System is broken into nine separate functions. Seven of these functions are identified as core processes within the system and include: Alternate Access, Employee Schedule, Leave Request, Notifications, Reports, Timesheet Approval/Modification, and Timesheet Entry. The remaining two functions, Employee Import/Maintenance and Timesheet Export/Review, represent data import and export respectively.

Figure 3.1 diagrams the functions of the Timesheet System and their subsequent interactions.

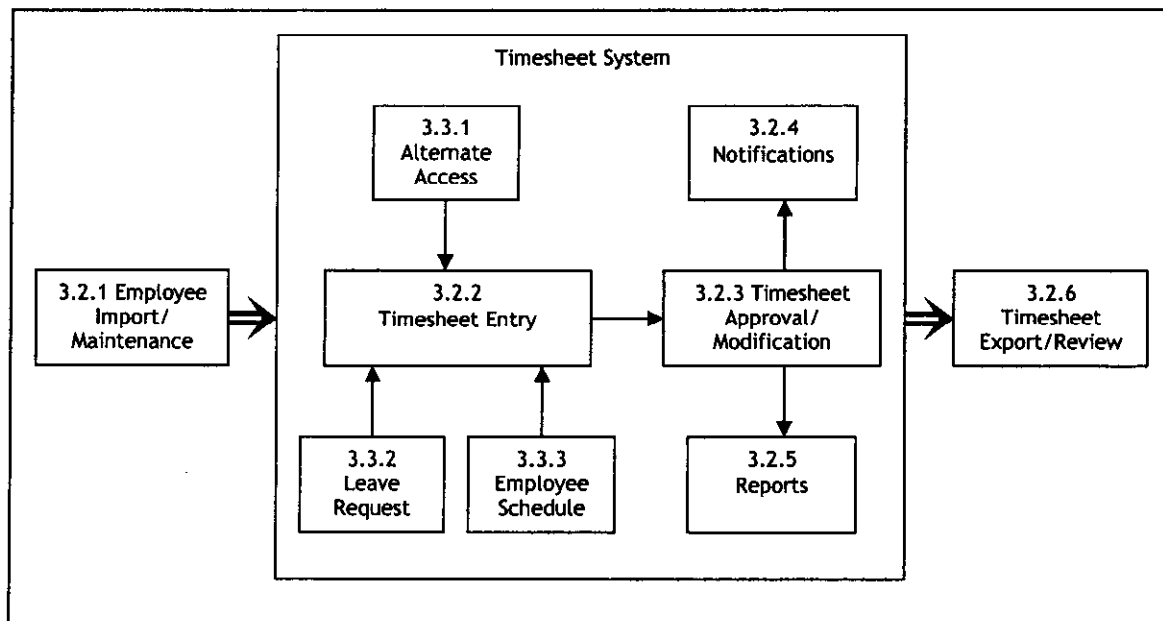


Figure 3.1 Timesheet System Functions



## 3.2 Required Functions

The functional requirements described in this section must be in the Timesheet System.

### 3.2.1 Employee Import/Maintenance

A routine process that imports BANNER data into the Timesheet System must be included in the Employee Import/Maintenance function. This process must occur with sufficient frequency to ensure employee data is reasonably accurate in the Timesheet System<sup>1</sup>. This function shall import the following fields in conjunction with pertinent business rules:

- 3.2.1.1 Name - The full name of the employee.  
*Business Rules:* None
- 3.2.1.2 Social Security Number (SSN) - The employee's Social Security Number.  
*Business Rules:*
  - The SSN cannot appear on any screen or printed report.
- 3.2.1.3 Employee Identification (Employee ID) - An employee's identification number.  
*Business Rules:*
  - The Employee ID is unique per employee.
  - The Employee ID must not be the same as an employee's SSN.
- 3.2.1.4 Position Number (Position No.) - The number identifying an employee's Leon County position.  
*Business Rules:*
  - The Position No. is unique per Leon County position.
  - Multiple employees can be assigned to one or the same Position No.
- 3.2.1.5 Employee Class - Determines if the employee is Career Service, OPS, Senior Management, etc.  
*Business Rules:* None
- 3.2.1.6 Position Class - Defines if employee's position is exempt or non-exempt.  
*Business Rules:* None
- 3.2.1.7 Pay Period - The Date range of employee's pay period.  
*Business Rules:*
  - Date range is inclusive (e.g., 1/1/2003 - 1/14/2003 for a two week period).
- 3.2.1.8 Account Number (Acct. No.) - A number that identifies which payroll accounts are associated with the employee's Position No.  
*Business Rules:*
  - A position (as defined in section 3.2.1.4), by default, can be associated with more than one account number.
  - If a Position No. is associated with more than one Account Number, then one of the associated Account Numbers is designated as the "home account number."
- 3.2.1.9 Division - The name of employee's work division which is derived from the Account Number (section 3.2.1.8).  
*Business Rules:* None

<sup>1</sup> The format and rate of occurrence for this import has yet to be determined (Open Issue 18).



**3.2.1.10 Overtime Eligible (O/T Eligible) - A status, which determines employee's overtime eligibility.**

***Business Rules:***

- O/T Eligible is a true/false field.
- Generally, Exempt employees are not eligible for overtime pay; however, career service exempt employees earn hour for hour comp time for time served over 40 hours per week.
- Senior Management employees are not eligible for overtime pay.
- Emergency Medical Services employees O/T rules are to be defined.
- Executive Support employees O/T rules are to be defined.

**3.2.1.11 Hours Worked (HRS/WK) - Number of hours the employee is scheduled to work for the given week.**

***Business Rules:*** None

**3.2.1.12 Employee Class Identification (Emp. CL ID.) - Basically, the pay period designation for an employee.**

***Business Rules:***

- Emp. CL ID. values can be bi-weekly or monthly.

**3.2.1.13 Sick Leave Balance - Number of sick leave hours available to the employee.**

***Business Rules:*** None

**3.2.1.14 Sick Leave Accrual Rate - Employee's accrual rate for sick leave.**

***Business Rules:*** None

**3.2.1.15 Annual Leave Balance - Number of annual leave hours available to the employee.**

***Business Rules:*** None

**3.2.1.16 Annual Leave Accrual Rate - Employee's accrual rate for annual leave.**

***Business Rules:*** None

**3.2.1.17 Comp Time Balance - Number of comp time hours available to the employee.**

***Business Rules:*** None

**3.2.1.18 Swing Holiday Balance - Number of swing holiday hours available to the employee.**

***Business Rules:*** None

**3.2.1.19 Holiday Date - Workdays that are deemed a holiday by Leon County.**

***Business Rules:*** None

**3.2.2 Timesheet Entry**

The Timesheet System must provide a web-based interface that allows employees to enter timesheet data per pay period. This interface must coincide with employee data (section 3.2.1), and provide input for the following fields according to the applicable business rules<sup>2</sup>:

**3.2.2.1 Hours Actually Worked - Number of hours actually worked that day.**

***Business Rules:***

- Hours Actually Worked must be less than or equal to 24 per day.

<sup>2</sup> Some of the business rules described in this section may also be enforced in the Timesheet Export/Review function (section 3.2.6.5) during BANNER export.



- Hours Actually Worked is recorded in a minimum of quarter hour increments.
- Hours Actually Worked always defaults to eight hours per day for Monday through Friday. However, there are 10 hour and 15 hour day employees.
- Employees who are eligible for overtime, per O/T Eligible status (section 3.2.1.10), may choose comp time or overtime pay, both at a increase of 1.5, for Hours Actually Worked over 40 during the pay period. Note that the O/T rules for Emergency Medical Services employees needs to be defined.
- Employees who are not eligible for overtime, per O/T Eligible status (section 3.2.1.10), receive equivalent comp time for Hours Actually Worked over 40 during the pay period. This rule is different for Emergency Medical Services staff and needs to be confirmed.

3.2.2.2 Holiday - Holiday hours paid for the day.

*Business Rules:*

- The field is only active on holidays as determined by Holiday Date field (section 3.2.1.19).
- Holiday must be less than or equal to 24 per day.
- Holiday is recorded in quarter hour increments.
- If an employee's schedule<sup>3</sup> is not available, eight hours will be the field default.
- If an employee's schedule is available, their normally scheduled hours will be the field default.

3.2.2.3 Standby Status - States if employee is on standby that day.

*Business Rules:*

- Standby Status is a true/false field.
- Senior management employees are not eligible for standby.

3.2.2.4 On Call Hours Worked - Number of hours employee worked while on a standby call.

*Business Rules:*

- On Call Hours Worked must be less than or equal to 24 per day.
- On Call Hours Worked is recorded in quarter hour increments.
- If the "Bunny Slipper Rule"<sup>4</sup> is abolished, hours must be greater than 2.
- If the "Bunny Slipper Rule" is implemented, no hour minimum is required.
- There will be differences based on shift differentials used by employees in the Emergency Medical Services department.

3.2.2.5 Disaster Hours Worked - Number of hours actually worked on a day that has been declared a disaster.

*Business Rules:*

- Disaster Hours Worked must be less than or equal to 24 per day.
- Disaster Hours Worked is recorded in quarter hour increments.
- Employees who are eligible for overtime (excluding Sr. Management and Emergency Medical Services staff), per O/T Eligible status

<sup>3</sup> An employee's schedule is determined by the requested Employee Schedule function.

<sup>4</sup> The validity of the "Bunny Slipper Rule" is yet to be determined (Open Issue 14).

**TIMESHEET SYSTEM  
FUNCTIONAL SPECIFICATIONS DOCUMENT**

(section 3.2.1.10), are paid at time and a half for Disaster Hours Worked during the pay period.

- Employees who are not eligible for overtime, per O/T Eligible status (section 3.2.1.10), receive equivalent comp time for Disaster Hours Worked during the pay period.

**3.2.2.6 Alternative Service Hours - Number of hours actually worked under a different Position No., and subsequent Account Number, other than the employee's default.**

***Business Rules:***

- The Account Number associated to the Alternate Service Hours must be supplied.
- Alternative Service Hours are paid at \$8.40.
- If the employee has over 40 total hours and is eligible for overtime per O/T Eligible status (section 3.2.1.10), the default position salary and Alternate Service Hours pay are averaged, then overtime is paid at time and a half of the average.
- For exempt, career service employees who have over 40 total hours and is not eligible for overtime per O/T Eligible status (section 3.2.1.10), they receive equivalent comp time for overtime hours.

**3.2.2.7 Sick Leave - Category of leave that should be entered as hours.**

***Business Rules:***

- Sick Leave used must be less than or equal to 24 per day.
- Sick Leave used is recorded in quarter hour increments.
- A comments field must be associated to the Sick Leave field.
- Sick Leave used must be able to be marked as FMLA.
- The following logic is used to determine if the amount of sick leave used entered by an employee is less than the amount of sick leave available to the employee:

```
If CSLB - SLTS < 0 Then
  If (CSLB - PMSL ≥ 0) And (AMSL ≤ AL + (CSLB - PMSL)) Then
    Valid;
  Else
    Error;
Else
  Valid;

SLTS = Total Sick Leave on timesheet.
CSLB = Current Sick Leave balance.
AL = Amount of Sick Leave accrued next month, if pay period extends
past end of the month.
PMSL = Sick Leave used that pay period before end of the month.
AMSL = Sick Leave used that pay period after end of the month.
```

**3.2.2.8 Annual Leave - Category of leave that should be entered as hours.**

***Business Rules:***

- Annual Leave used must be less than or equal to 24 per day.
- Annual Leave used is recorded in quarter hour increments.
- Annual Leave used must be able to be marked as FMLA.
- A comments field must be associated to the Annual Leave field.
- The following logic is used to determine if the amount of annual leave used entered by an employee is less than the amount of annual leave available to the employee:



TIMESHEET SYSTEM  
FUNCTIONAL SPECIFICATIONS DOCUMENT

```
If CALB - ALTS < 0 Then
  If (CALB - PMAL ≥ 0) And (AMAL ≤ AL + (CALB - PMAL)) Then
    Valid;
  Else
    Error;
Else
  Valid;
```

ALTS = Total Annual Leave on timesheet.  
CALB = Current Annual Leave balance.  
AL = Amount of Annual Leave accrued next month, if pay period extends past end of the month.  
PMAL = Annual Leave used that pay period before end of the month.  
AMAL = Annual Leave used that pay period after end of the month.

### 3.2.2.9 Compensatory Leave (Comp Time) - Category of leave that should be entered as hours.

#### *Business Rules:*

- Comp Time used must be less than or equal to 24 per day.
- Comp Time used is recorded in quarter hour increments.
- A comments field must be associated to the Comp Time field.
- Comp Time used must be able to be marked as FMLA.
- The following logic is used to determine if the amount of comp time used entered by an employee is less than the amount of comp time available to the employee:

```
If (CCLB + CLEPP) - CLTS ≤ 0 Then
  Error;
Else
  Valid;
```

CLTS = Total Comp Time on timesheet.  
CCLB = Current Comp Time balance.  
CLEPP = Comp Time earned this pay

### 3.2.2.10 Swing Holiday - Category of leave that should be entered as hours.

#### *Business Rules:*

- Swing Holiday taken must be less than or equal to 24 per day.
- A comments field must be associated to the Swing Holiday field.
- Each year, every employee receives x hours of swing holiday<sup>5</sup>.
- Swing Holiday must be taken in 8 hour increments for all full-time employees.
- Swing Holiday must be taken in 4 hour increments for all part-time employees.
- The following logic is used to determine if the amount of Swing Holiday leave taken entered by an employee is less than the amount of Swing Holiday leave available to the employee:

<sup>5</sup> The value for x is determined by rules in BANNER and is incorporated with Swing Holiday Balance field during BANNER import (section 3.2.1.18).



```
If (CSHLB + SHLEPP) - SHLTS ≤ 0 Then  
    Error;  
Else  
    Valid;
```

SHLTS = Total Swing Holiday leave on timesheet.  
CSHLB = Current Swing Holiday leave balance.  
SHLEPP = Swing Holiday leave earned this pay period.

**3.2.2.11 Administrative Leave - Category of leave that should be entered as hours.**

***Business Rules:***

- Administrative Leave taken must be less than or equal to 24 per day.
- A comments field must be associated to the Administrative Leave field.

**3.2.2.12 Military Leave - Category of leave that should be entered as hours.**

***Business Rules:***

- Military Leave taken must be less than or equal to 24 per day.
- Military Leave taken is recorded in quarter hour increments.
- A comments field must be associated to the Military Leave field.
- An employee may use/enter up to 136 hours of Military Leave per year.
- Military Leave is not used during time of War.

**3.2.2.13 Approved Leave without Pay - Category of leave that should be entered as hours. Approved Leave without Pay has no leave balance**

***Business Rules:***

- Approved Leave without Pay taken must be less than or equal to 24 per day.
- Approved Leave without Pay taken is recorded in quarter hour increments.
- A comments field must be associated to the Approved Leave without Pay field.
- Approved Leave without Pay taken must be able to be marked as FMLA.

**3.2.2.14 Disapproved Leave without Pay - Category of leave that should be entered as hours.**

***Business Rules:***

- Disapproved Leave without Pay taken must be less than or equal to 24 per day.
- Disapproved Leave without Pay taken is recorded in quarter hour increments.
- A comments field must be associated to the Disapproved Leave without Pay field.

**3.2.2.15 Workers' Comp Leave - Category of leave that should be entered as hours.**

***Business Rules:***

- Workers' Comp Leave received must be less than or equal to 24 per day.
- Workers' Comp Leave received is recorded in quarter hour increments.
- A comments field must be associated to the Workers' Comp Leave field.



- For full-time employees, the first 40 hours of Workers' Comp Leave received are labeled as WC1 hours and paid at employee's regular rate. After the first 40 hours, Workers' Comp Leave hours received are labeled as WC2, and employees can supplement pay for leave<sup>6</sup>.
- For part-time employees, the first 20 hours of Workers' Comp Leave received are labeled as WC1 hours and paid at employee's regular rate. After the first 20 hours, Workers' Comp Leave hours received are labeled as WC2, and employees can supplement pay for leave.
- Must be able to be marked as FMLA

**3.2.2.16 Memo - A memo field for each day.**

*Business Rules:* None

**3.2.3 Timesheet Approval/ Modification**

Once timesheet data is entered, via the Timesheet Entry function (section 3.2.1.19), it must be stored under different states according to varying approval levels or modifications. The following business rules must be met in the Timesheet Approval/Modification function:

**3.2.3.1 A timesheet must be set to one the following states:**

- Saved.
- Submitted.
- Approved.
- Modified.
- Acknowledged.
- Payroll.
- Error.

**3.2.3.2 The "saved" state is governed by the following business rules:**

*Business Rules:*

- A timesheet may only be saved by the associated employee.
- Saved timesheets are stored and available for further editing by the employee.
- Supervisors may view saved timesheets throughout the pay period.

**3.2.3.3 The "submitted" state is governed by the following business rules:**

*Business Rules:*

- A timesheet may only be submitted by the associated employee.
- A timesheet may be submitted without being saved.
- Once a timesheet is submitted, it can not longer be edited by the employee.

**3.2.3.4 The "approved" state is governed by the following business rules:**

*Business Rules:*

- An Employees' direct supervisor as well as equivalent authorities or above may approve a timesheet.
- Only a submitted timesheet may be approved.

**3.2.3.5 The "modified" state is governed by the following business rules:**

*Business Rules:*

- The modified state is applied to a timesheet if it is modified by anyone other than the employee.
- Only a submitted timesheet may be modified.

<sup>6</sup> The supplemental ratio of pay to leave for WC2 hours is to be determined (Open Issue 19).

- Direct supervisors as well as equivalent authorities or above may modify timesheets.
- A timesheet may be modified in the current pay period for a prior pay period.

3.2.3.6 The "acknowledged" state is governed by the following business rules:

*Business Rules:*

- A timesheet may only be acknowledged by the associated employee.
- The acknowledged state can only be applied to a timesheet that has been modified.
- The modified state will be cleared when a timesheet is acknowledged.

3.2.3.7 The "payroll" state is governed by the following business rules:

*Business Rules:*

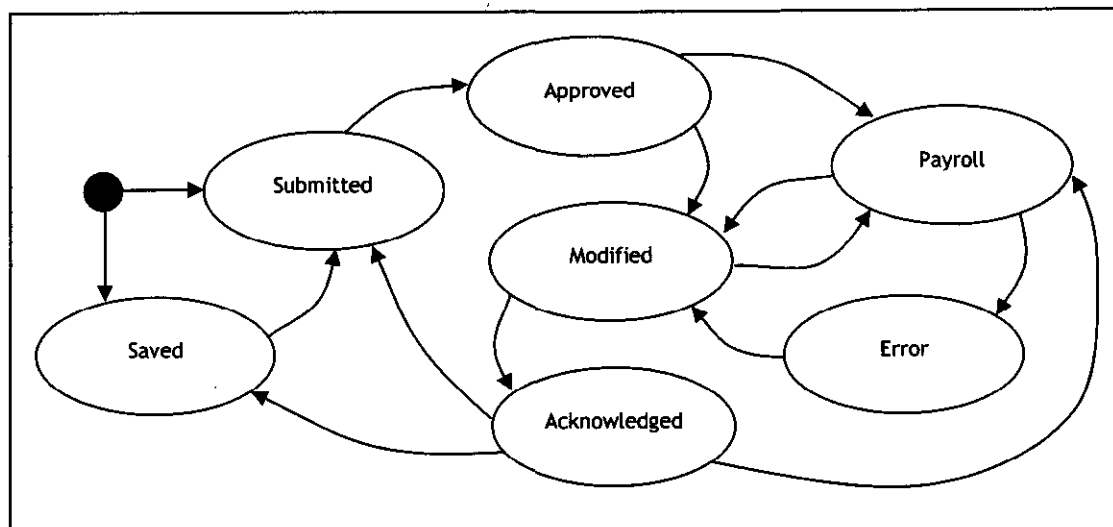
- A timesheet is set to the payroll state when it is exported to BANNER.
- Only approved timesheets may be set to payroll.

3.2.3.8 The "error" state is governed by the following business rule:

*Business Rule:*

- A timesheet is set to the error state if a business rule check fails when exported to BANNER.

3.2.3.9 The following state diagram defines the transitions between the possible states identified above:



**Figure 3.2.3 State Diagram of Timesheet Statuses**

### 3.2.4 Notifications

The Timesheet System must provide a customizable notification function which supports the following business rules:

3.2.4.1 Notifications should include but not be limited to the following methods:

- Web-based interface.
- Email.



**TIMESHEET SYSTEM  
FUNCTIONAL SPECIFICATIONS DOCUMENT**

- 3.2.4.2 All applicable supervisors will be notified of unapproved or un-submitted employee timesheets x days<sup>7</sup> before they are due.
- 3.2.4.3 An employee must be notified when a timesheet has been modified; either by a supervisor or payroll.
- 3.2.4.4 An employee must be notified when a modified timesheet has been processed by payroll without their acknowledgment.

**3.2.5 Reports**

A customizable reporting function that supports the following business rules must be included in the Timesheet System:

- 3.2.5.1 Access to reports shall be permissions based by user groups.
- 3.2.5.2 A real time report of approved/unapproved/un-submitted timesheets grouped by supervisor will be available to all supervisors.

**3.2.6 Timesheet Export/Review**

The Timesheet System must export<sup>8</sup> employee timesheet data into BANNER. The following business rules must be embodied in this function:

- 3.2.6.1 The export must be automated.
- 3.2.6.2 The function must gather all timesheet data in accordance to business rules described in the Timesheet Entry function (section 3.2.1.19), then calculate and total for employee's pay period.
- 3.2.6.3 Before export, payroll must have the ability, but not be required, to add values for the following fields of a timesheet:
  - Retro Pay Rate - Dollar pay rate for Retro Pay Hours sent by Leon County Human Resources (HR).
  - Retro Pay Hours - Number of retro hours sent by HR.
  - Severance Pay (Svc Pay) - Lump sum dollar amount sent by HR.
  - Top Pay - Lump sum dollar amount sent by HR.
  - Deal with any shift differentials for Emergency Medical Services staff.
  - Comments - Text field for payroll use.
- 3.2.6.4 The calculated totals of the following timesheet data fields must be available for payroll review and modification before export:
  - Standby Pay (section 3.2.2.4).
  - Alternate Service Hours (section 3.2.2.6).
  - Alternate Service Hours Rate (section 3.2.2.6).
  - WC1 Hours (section 3.2.2.15).
  - WC2 Hours (section 3.2.2.15).
  - Comp Time (section 3.2.2.9).
  - Over Time Pay (sections 3.2.2.1 and 3.2.1.10).
  - Shift Differentials for Emergency Medical Services staff.
  - Animal Control Calculation<sup>9</sup>.

<sup>7</sup> The days in advance supervisors are to be notified is to be determined (Open Issue 10).

<sup>8</sup> The format and rate of occurrence for this export has yet to be determined (Open Issue 20).

<sup>9</sup> The full use of this field is to be determined. It is currently used for Animal Control Calculations, placed in the Standby Pay field, and noted (Open Issue 21).



- 3.2.6.5 All final leave checks, in accordance to business rules discussed in Timesheet Entry (section 3.2.1.19), are verified again at time of export into BANNER.
- If checks fail, the timesheet must be set to proper status and appropriate groups shall be notified.

### **3.3 Requested Functions**

The functional requirements in this section are beneficial if included in the Timesheet System.

#### **3.3.1 Alternate Access**

The Timesheet System should include alternate access (i.e., something other than a web-based GUI) for employees without computer access. The following features should be included:

- 3.3.1.1 Alternate access methods should emulate functionality of the Timesheet Entry function (section 3.2.1.19).
- 3.3.1.2 Possible methods for alternate access might include but, are not limited, to:
- A telephone via an IVR interface.
  - A keypad interface.
  - A PDA via the Internet.
  - Paper bubble-sheets via an electronic scanning system (i.e., similar to the Leon County election process).

#### **3.3.2 Leave Request**

The Timesheet System should include a Leave Request function allowing submission and approval of leave. The following business rules should be incorporated in the function:

- 3.3.2.1 Leave of all types should be tracked.
- 3.3.2.2 For applicable types, leave is scheduled/unscheduled.
- 3.3.2.3 Supervisors marks applicable leave types as scheduled/unscheduled.
- 3.3.2.4 The Function supports submission of and approval of scheduled leave.
- 3.3.2.5 During review, supervisors have access to all scheduled leave approval for the pay period.
- 3.3.2.6 Leave reports should be available.
- 3.3.2.7 Approved leave requests will pre-fill timesheets during Timesheet Entry function (section 3.2.1.19); however leave can still be directly entered.
- 3.3.2.8 Current available leave will be accessible to employee and supervisors via the BANNER extract.
- 3.3.2.9 Leave requests must be sent to supervisors in advance of or immediately after leave occurs.
- 3.3.2.10 All leave requests must be recorded, whether approved or not.

#### **3.3.3 Employee Schedule**

An Employee Schedule function should be included in the Timesheet System. The function should include the following features:



3.3.3.1 An employee's schedule should be entered according to the following business rules:

*Business Rules:*

- Direct supervisors as well as equivalent authorities or above may input an employee's schedule.
- Employees should be able to view but not modify their schedule.
- An employee's schedule should correspond to their pay period.



## 4. ENVIRONMENT

---

A suitable Timesheet System must operate in an environment corresponding to Leon County's technology infrastructure. This section describes these general hardware, software and interface requirements<sup>10</sup>.

### 4.1 Hardware

The following hardware requirements must be included<sup>11</sup>:

- The Timesheet System must operate on PC machines.

### 4.2 Software

The following software requirements must be met:

- All the modules of the proposed Timesheet System must be fully integrated, i.e. the data must be centralized and accessible by all modules.
- The Timesheet System must have open architecture, allowing it to be integrated with other software tools.
- The Timesheet System must allow for multiple users to simultaneously access the same data.

### 4.3 Interface

The Timesheet System must have a web-based, user-friendly, graphical user interface (GUI) with the following features:

- The GUI must be intuitive and consistent throughout all the modules.
- The GUI must enter default values, particularly date and time.
- The GUI must display meaningful alert/error messages.
- The GUI must be fully operational through the keyboard.

---

<sup>10</sup> The environmental requirements of Leon County have yet to be confirmed (Open Issue 22).

<sup>11</sup> Minimum operating requirements for Leon County hardware must be included and are yet to be determined.





## 5. SECURITY

---

The Timesheet System must be secure. This section outlines Leon County's security requirements as they pertain to the Timesheet System<sup>12</sup>.

### 5.1 Users

The Timesheet System must provide functionality for creation and maintenance of users and roles. The following business rules must apply:

- 5.1.1.1 Every username must be unique.
- 5.1.1.2 Once a user is validated, the user may change their username or password.
- 5.1.1.3 Every employee imported into the system through the Employee Import/Maintenance function (section 3.2.1), must be assigned a username.
- 5.1.1.4 Every user must be assigned to a user role.
- 5.1.1.5 User roles must include but not be limited to the following gradient levels:
  - Employee.
  - Supervisor.
  - Payroll.
- 5.1.1.6 The system must allow for the creation, tracking, and maintenance of a hierarchical structure between supervisors and employees.
- 5.1.1.7 Control of a user's ability to set timesheet statuses must be role based.
- 5.1.1.8 Access to the Report function (section 3.2.5) shall be controlled by user roles.

### 5.2 System Auditing

The Timesheet System must store an adequate audit trail to allow monitoring of interaction between system functions and users.

---

<sup>12</sup> Leon County's security requirements have not yet been confirmed (Open Issue 23).



## 6. IMPLEMENTATION

---

This section outlines Leon County's necessary implementation procedures for the Timesheet System<sup>13</sup>.

### 6.1 Setup

The vendor must be able to assist Leon County during initial setup of the Timesheet System.

### 6.2 Training

The vendor must provide adequate training to all Leon County staff, to make them competent Timesheet System users, and to assist them in transitioning to the modified work environment.

### 6.3 Support

The vendor must be able to provide ongoing system support to resolve problems, to upgrade modules to newer releases, and to add new modules as they become available.

---

<sup>13</sup> Leon County's implementation requirements have not yet been confirmed (Open Issue 24).



## 7. DOCUMENT GLOSSARY

TERM/ACRONYM	DESCRIPTION
BANNER	The master finance, payroll, and human resources system for Leon County.
BCC	Board of County Commissioners.
"Bunny Slipper Rule"	An exception to the on call pay two hour minimum. If a Leon County employee receives a standby call, and is able to resolve the problem from home, only the actual time worked is paid.
Career Service	A type of Leon County employee who is full-time and required to report every hour worked on a timesheet. There are two types of career service employees: exempt and non-exempt.
Career Service (Exempt)	Salary employee who is not paid for overtime but get comp time.
Career Service (Non-exempt)	Hourly employee who is paid overtime at time and a half.
Elected Officials	A type of Leon County employee that is not required to submit timesheets.
EMS	Emergency Medical Services.
FMLA	Family and Medical Leave Act.
FRS	Florida Retirement System.
GASB	Government Accounting Standards Board.
On Call Pay	Type of pay for hours worked while employee is on a standby call. There is a two hour minimum for on call pay unless the "Bunny Slipper Rule" is in effect.
Other Personnel Services (OPS)	A type of Leon County employee who is temporary, hourly, and required to report every hour worked on a timesheet.
Pay Period	Timeframe between payment intervals. Leon County supports both bi-weekly and monthly pay periods.
Senior Management	A type of Leon County employee that only report exceptions from their regular work hours on a timesheet.
Standby Pay	A stipend for an employee who is on standby.